

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: FOOD SERVICE WORKER III

POSITION LOCATION: ASDB

POSITION REPORT TO: Food Service Supervisor II

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: High school diploma or equivalent to G.E.D. Some experience in food service work and cashiering ability. Experience in routine clerical and accounting duties. General knowledge of computer operations. Ability to understand and carry out oral and/or written instructions.

PREFERRED QUALIFICATIONS: Have application skills with various computer software, which can be used to create and maintain food service records and reports. Have knowledge of various child nutrition programs. Ability to communicate using sign language.

MAJOR DUTIES AND RESPONSIBILITIES: Under general supervision, keeps current food service records; provides meal counts to lead person or supervisor; processes students and staff during meal hours; collects money and issues meal cards; counts and accounts for all monies and meal cards; enters data into computer and compiles and completes accurate daily and monthly reports; assist in kitchen operations; performs all other duties as assigned.

SPECIAL REQUIREMENTS AND CONDITIONS: Must pass a beginning sign language course within the first year of probationary employment. Ability to lift fifty (50) pounds. Must have or be able to obtain the "Maricopa County Food handler Certificate" within thirty (30) days of employment. Must utilize appropriate personal protective equipment as determined.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of quantity food production methods, food safety and sanitation standards. Ability to communicate in sign language. Ability to work effectively with small group of employees to produce a quality food service operation. Ability to understand and carry out oral and written instructions and ability to perform a full range of physical motions.